

CITY OF HAYWARD

MAIL AND PURCHASING CLERK

DEFINITION:

To pick-up, receive, sort and distribute incoming and outgoing mail; to maintain and distribute limited supplies from the central stores warehouse; to coordinate and supply requisition and printing orders; to perform a variety of routine clerical tasks in Central Services and Purchasing Department which may include filing, data entry and supervised various commodity pricing solicitation including printing requests.

DISTINGUISHING CHARACTERISTICS:

This position performs mail services functions and routine clerical tasks. The primary emphasis is on mail and delivery. The secondary emphasis is assistance with clerical tasks in both mailroom and the Purchasing Department. Incumbent typically processes mail and materials which includes: pick-up, delivery, and processing. Redistribution of interoffice mail; metering outgoing mail; monitoring use and postage of the postal meter; monthly reporting for postage charges; assisting in the cost effective preparation and completion of large volume mailings; driving a City vehicle in the course of routine operations; and performing clerical tasks for Central Services and Purchasing Department as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Purchasing and Services Manager or designee.

ESSENTIAL DUTIES - Essential responsibilities and duties may include, but are not limited to the following:

1. Picks up, sorts and distributes mail and materials.
2. Processes outgoing mail and materials using postage scale, postage meter machines, UPS, FedEx and/or other common carrier.
3. Receives and verifies incoming supplies and materials.
4. Processes and maintains limited amount of inventory.
5. Monitors, records and reports postage expenses by department accounts, using postage machine equipment and basic word processing and spreadsheet software; and maintains and replenishes postage meter funds.
6. Prepares all qualified mail for the presort services; coordinates all work with the presort company including reporting.
7. Logs and delivers mail by courier and other overnight mail delivery services.
8. Maintains and cleans stock room as necessary.

OTHER JOB RELATED DUTIES:

9. Coordinates printing orders with printing vendors including the processing of payment.
10. Processes order transmittals as it relates to assigned duties.
11. Maintains routine files and records related to assigned duties and functions.
12. Performs a variety of routine clerical tasks for the Purchasing Department which may include data entry, filing, and commodity pricing solicitation.
13. Ships materials via commercial carrier.
14. Performs other duties as required.

QUALIFICATIONS – Knowledge, Skills and Abilities:

Knowledge of:

- A. Postal regulations, parcel post and other shipping methods including all common carriers for routine and special mailings/shipment, handling of single and large volume mailings, new postal rates and technologies; alternatively, aptitude for training to learn and gain skills in these areas.
- B. General mailroom methods and procedures.
- C. Basic mathematics.
- D. General printing processes.
- E. Basic safety precautions and procedures.
- F. Office practices and procedures, including word processing, spreadsheet programs, familiarity and use of other fundamental Citywide software, data entry, filing and operation of standard office equipment.
- G. Correct English usage including grammar, punctuation and spelling.

Ability to:

- H. Quickly and accurately sort mail by department and by name within department.
- I. Maintain accurate records related to the limited inventory.
- J. Receive, store and deliver supplies.

Ability to (continued):

- K. Understand and execute oral and written directions, work independently with only general and minimal supervision.
- L. Establish and maintain effective working relationships at all levels.
- M. Identify creative solutions to departmental requests and printing needs.
- N. Provide excellent customer service.
- O. Practice safe lifting/moving techniques and maneuver heavy boxes and objects, either manually or with proper material handling and lifting equipment.
- P. Observe safe driving practices and all traffic and parking regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of mailroom experience including responsibility for record keeping and clerical tasks.

Training: High School equivalency.

License: A valid Class C California driver's license is required.

Special Requirements:

Essential duties require the mental and/or physical ability to: work in a standard office environment; sitting, standing and walking in a general office and stores environment; lifting up to 65 pounds to deliver and store supplies, while using safe lifting and carrying procedures; crouching, squatting, stooping and twisting of upper body for extended periods of time; data input, computer proficiency and reading from computer screens; driving a car.

PROBATIONARY PERIOD: Six months

0112CS94

May 1994

Revised September 2008

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt